Air Resources Board

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Winston H. Hickox
Agency Secretary

Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: February 23, 2001

SUBJECT: SAFETY MEETING IDEAS -- FEBRUARY 2001

Suggested issues to discuss during your next meeting are:

1. Who's the Emergency Action Coordinator for Your Building?

   During an emergency, the Emergency Action Coordinator takes charge during an evacuation and establishes a Command Center. Other emergency team members perform their tasks and evacuate as quickly as possible. The Emergency Action Coordinator works with the Fire Department and law enforcement authorities to locate the problem and determine when employees can return to their worksite. These Emergency Action Coordinators are:

   Sacramento
   1001 I Street - Thomas Property Management
   1309 T Street - Hieu Le
   1900 14th Street - Cindy Castronovo
   1301 V Street - Gary Zimmerman
   2130 V Street - Al Arnone

   El Monte
   9528 Telstar Ave (HSL) - Raphael Susnowitz
   9480 Telstar (Annex 1) - Greg Binder
   9500 Telstar (Annex 2) - Michael Carter
   9530 Telstar (Annex 4) - John Urkov

2. What To Do If In A Vehicle Accident While Conducting State Business

   Everyone who travels on state business should have Std. Form 269 "Accident Identification" so that they obtain all needed information while at the scene and also provide the other driver with the Office of Risk and Insurance Management (ORIM)

telephone number and address. If you are driving your personal vehicle you will also need to contact your own insurance company. Std. Form 270 "Vehicle Accident Report" must also be completed and sent to Cindy Francisco, Safety Coordinator within 24 hours.

3. What You Can Do to When Your Vehicle Breaks Down

   Learn what you can do to when your vehicle breaks down by reading the attached document. Always report vehicle problems when you return a state or rental vehicle.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

Attachment

cc: Administrative Liaisons

Breakdowns—

When Your Vehicle Gets Stuck

Some of the most common causes of vehicle breakdowns are battery failure, overheating and flooding the engine with gas. Here's what you can do about them.

Getting a Jump-Start

If your battery runs down, you'll soon be rolling again if you have a pair of jumper cables—and someone nearby has a vehicle with a healthy battery. Position the vehicles close enough for the jumper cables to reach from one to another. Set an automatic transmission in park and a standard transmission in neutral and set the parking brake.

1. Attach one of the positive (usually red) clamps to the positive terminal of the healthy battery and the other positive clamp to the positive terminal of your dead battery.
2. Connect the negative clamp to the terminal of the good battery, making sure the other negative jaw is not touching either vehicle. Attach the second negative clamp to a solid grounding point on your vehicle. This could be on the chassis or engine, away from your battery.
3. Start the other vehicle. Let its engine fast-idle for a minute or two to build up a charge in your dead battery.
4. Start your vehicle. If it won't start, wait a few minutes and let the healthy battery recharge your battery.
5. As soon as your vehicle starts, remove the cables in the *reverse order* in which they were installed. Allow your engine to run for a time to fully recharge your battery.

If your battery dies frequently, you may need a new one.

If the Engine Overheats

If your vehicle's temperature light flashes while driving, pull off the road right away. Even continuing to the next exit could cause serious engine damage. Before you call a tow truck, try this procedure:

1. Raise the hood and check the water level in your radiator. Many car radiators have a separate reservoir that can be safely filled when the car is hot. If yours doesn't, and you must unscrew the radiator cap, wait at least 15 minutes. Otherwise, scalding water could spray wildly, even when the cap is partially unscrewed.
2. When unscrewing the cap, wear heavy gloves or protect your hand with a rag. Turn your head away and unscrew the cap slowly, allowing pressure to seep out gradually.
3. Fill the radiator, if necessary, with antifreeze or a mixture of half antifreeze and half water. Use water alone if antifreeze is unavailable.
4. Start the engine and look for leaking hoses. Tighten loose hose clamps with a screwdriver or seal them with electrical tape. Watch out for moving belts.
5. Drive to the nearest service station, but keep your eye on the temperature light. If it goes on again, pull over.

Have your car serviced if it overheats frequently, especially on a cool day.

If Your Engine Gets Flooded

Pumping the gas pedal too much when trying to start a vehicle can flood the spark plugs with gas so that they can't fire. If this happens, slowly press the gas pedal all the way to the floor and hold it there a few seconds. (If your vehicle has a manual choke, push it all the way in first.) Keeping the gas pedal held down, turn on the ignition. If the vehicle doesn't start, take your foot off the gas, wait 10 minutes and repeat the procedure.

Stay Alert to Dashboard Warning Lights

Whenever a dashboard light goes on, attend to it immediately. If it's an engine temperature light or oil light, safely pull over to the side of the highway immediately, park and stop the engine. Add water or oil or call for emergency roadside service. For the other lights in most vehicles you probably have some leeway to drive a few more miles after waiting for the engine to cool off. In such cases, turn off all the car's electrical systems, drive at the slowest legal and safe speed and keep in the lane farthest to the right until you reach a service station. If other problems appear, such as odd noises or smoke, stop at once and call for help.